

Job Description

Administrative Assistant

About WMCS

West Marin Community Services (WMCS) is the central hub for a diverse range of services that support our neighbors in West Marin who are struggling to make ends meet. We adapt to ever-changing circumstances, address needs not met by other organizations or government programs, and work to bring our community closer together. For more than 40 years, we have responded to community needs with vital support taking many forms – supplying food, clothing and household items, referrals for county, state or federal support services, sponsorship of other local non-profits, and much more to community members in need.

Position Summary

The Administrative Assistant is responsible for providing comprehensive support to the Executive Director (ED) and Senior Leadership team. This role coordinates the organization's activities with the Board of Directors, Senior Leadership Team, and volunteers and supports management tasks of the Administration Office. This position requires flexibility, critical thinking, suggesting solutions to problems with professionalism and discernment, and is expected to anticipate the needs of the ED and the organization.

Job type: in-person, full-time; 30-40 hours per week

Schedule: Monday through Friday 9am – 5pm, with occasional evening or weekend hours.

Ideal start date: November 2, 2026

Location: WMCS Administrative Office in Point Reyes Station, CA, with occasional meetings and events throughout West Marin and greater Marin County.

Reporting structure: Reports to the Executive Director.

Salary and Benefits

Pay: \$27.50 to \$30.00 per hour depending on experience

Benefits

10 days paid vacation per year, 10 days of sick leave per year, 2 Personal Days (Floating Holidays) per calendar year (one every 6 months), 7 paid holidays per year, and employer paid health insurance, enrollment in CalSavers retirement program

- **Holiday Closure Benefit:** To support staff wellbeing and rest, the organization provides a paid year-end closure between Christmas and New Year's.

Duties and Responsibilities

General & Support of ED and Senior Leadership Team

- Work closely with the ED and Senior Leadership Team to perform the critical role of ensuring a smoothly functioning workplace.
- Manage correspondence between the ED, Principal Staff, and the public; direct phone calls and email messages to the appropriate individual or division/program.
- Organize meetings, including scheduling, sending reminders, and organizing special events for ED.
- Manage and maintain ED calendar.
- Assist in preparing and sending materials for the Board of Directors meetings.
- Maintain confidentiality and exercise appropriate discretion when handling sensitive organizational, personnel, financial, donor, Board, and community information.

Administrative

- Monitor clerical functions, order supplies, maintain stock of frequently used items for all worksites, and coordinate facility management needs.
- Coordinate with the Finance Director on invoices and billing, including preparing, processing, tracking, and resolving invoice-related matters as needed.
- Manage the Administrative Office site calendar and coordinate space reservations for external groups. Coordinate and support organizational events, including scheduling meetings and event venues, preparing materials, and tracking participation.

Volunteer Coordination

- Support with volunteer recruitment and onboarding.
- Monitor and respond to volunteer inquiries through designated email and phone channels.
- Establish clear communications with volunteers regarding schedules, program or event needs.
- Maintain volunteer data.

Cross-Program Support

- Assists with other program areas and other general duties as requested.
- Assists with WMCS Resource Center, Youth Services, Abriendo Caminos, and other programs as needed.

Preferred Qualifications

- Knowledge of small nonprofit operations and dynamics with board, committees, staff, and community.
- Bachelor's degree or 4+ years of relevant experience preferred.
- Bilingual skills in English and Spanish, both in speaking and writing.
- Ability to work well independently and as a member of a team.

- Well-organized and experienced in file and records management
 - Adept at logging requests from external community members and partners, following through where relevant and in a timely manner.
 - Experience with processing incoming bills and invoices.
 - Collection of signed agreements.
 - Ability to manage and organize general administrative documents.
- Proficiency in core administrative skills
 - Analytical and problem-solving.
 - Ability to prioritize tasks based on several factors.
 - Strong time management and attention to detail.
 - Excellent written and communications skills.
 - Excellent interpersonal communication skills.
- Strong computer literacy and computer skills such as Microsoft Office suite, Google Workspace, Zoom, Adobe Acrobat, Canva or other graphic design software.
- Understanding of the community being served and adaptability to change.
- Welcoming demeanor; ability to connect with a diverse range of people.
- Previous work adjacent to WMCS' mission, vision, values, and a demonstrated commitment to diversity, equity, inclusion, justice, and language justice

Physical Requirements

- Ability to work for extended periods at a computer and perform routine office tasks requiring sitting, standing, keyboarding, and use of office equipment.
- Lift, carry, push, and/or pull light to moderate amounts of weight up to 40 lbs.
- Operate office equipment requiring repetitive hand movement and fine coordination, including the use of a computer keyboard

Equal Opportunity Employer

WMCS prohibits discrimination based on race, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability, or veteran status. This policy applies to recruiting, hiring, promotions, terminations, compensation, and benefits.

Studies have shown that women, BIPOC, AAPI, and LGBTQ+ people may be less likely to apply for jobs unless they meet 100% of the qualifications listed. We encourage you to apply even if you do not meet all qualifications. Preference may be given to applicants who are bilingual in English and Spanish.

We are interested in finding the best candidate for the job, and that candidate may come from a less traditional background. We want someone who believes in our mission and can contribute to our team in a variety of ways.